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## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 011

Job Vacancy

February 13, 2007

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits to be eligible for consideration.

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur (DOJ-04)  
FSN-3; FP-BB\*

**OPENING DATE:** Tuesday, February 13, 2007

**CLOSING DATE:** Wednesday, February 28, 2007

**WORK HOURS:** Full time; 48 hours/week

**SALARY:** \* Not-Ordinarily Resident: FP-BB  
(Position Grade: FP-BB to be confirmed by Washington)  
Ordinarily Resident: LCP/FSN-3

**DURATION OF APPT:** This is a Temporary Position – Not to exceed one year

The U.S. Embassy in Bogotá is seeking an individual for the position of Chauffeur in the Department of Justice.

### **BASIC FUNCTION OF POSITION**

The incumbent operates light and fully armored vehicles in a high risk environment. The employee should be knowledgeable about security procedures and protocol guidelines. The incumbent performs minor maintenance on vehicles and keeps updated logs of vehicle usage and maintenance. Also, acts as a courier to transport

unclassified material between the embassy and various Colombian government offices and ministries. The employee provides transportation support to visiting personnel as required.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of Elementary school is required.
- b. Prior Work Experience: Two years of experience as chauffeur is required.
- c. Language Proficiency: Spanish Level IV (Fluent) is required. English is not required.
- d. Knowledge: Good knowledge of automotive repairs is required. In depth knowledge of the streets in Bogota is required.
- e. Skills and Abilities: Possession of a valid Colombian driver's license (Category V). Defensive driving skills are required. This will be tested.

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<b>ABIERTO A:</b>	Todo candidato interesado
<b>CARGO:</b>	CONDUCTOR (DOJ-04)
<b>FECHA DE CIERRE:</b>	<b>Miércoles, 28 de febrero de 2007</b>
<b>HORARIO DE TRABAJO:</b>	Tiempo completo; 48 horas por semana
<b>SALARIO:</b>	FSN-03/FP-BB
<b>DURACION:</b>	Esta posición es temporal, no excede más de un año

## **FUNCIONES BÁSICAS DEL CARGO:**

El candidato se desempeñará como conductor para la Oficina del Departamento de Justicia en la Embajada de los Estados Unidos de América en Bogotá. El candidato conducirá vehículos livianos y blindados en un ambiente de alto riesgo. El candidato debe tener conocimiento de procedimientos de seguridad y de normas de protocolo. Hace el mantenimiento preventivo a los vehículos y lleva un reporte actualizado del uso y del mantenimiento de los mismos.

También se desempeña como mensajero y transporta material no clasificado entre la Embajada y varias oficinas gubernamentales y ministerios. Suministra transporte y asiste a visitantes cuando se requiera.

## REQUISITOS

NOTA: Todos los aplicantes deben llenar los requisitos detallados a continuación y respaldarlos con información completa y específica.

- a. Educación: Se requiere educación primaria completa.
- b. Experiencia: Se requiere dos años de experiencia como conductor.
- c. Idiomas: Se requiere nivel IV de español (Fluido).
- d. Conocimientos: Se requiere buen conocimiento de mecánica y reparación de vehículos. Conocimiento de la ciudad de Bogotá detalladamente.
- e. Habilidades: **Debe poseer licencia de conducir vigente (categoría 5). Adjuntar copia de la licencia.** Se requiere habilidad en manejo defensivo, esta habilidad será evaluada.

LAS SOLICITUDES NO SE DEVOLVERAN. LOS CANDIDATOS DEBEN  
CONSERVAR UNA COPIA EN SU ARCHIVO PARA PODER APLICAR A  
FUTURAS VACANTES.

LAS SOLICITUDES SE RECIBIRAN EN LA OFICINA DE RECURSOS HUMANOS  
HASTA EL 28 DE FEBRERO DE 2007.

## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Locally Employed Staff (LES) are not eligible to apply for jobs until they complete six months of service.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

**“US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.**

## **SUBMIT APPLICATION TO**

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants may submit the employment application to the Embassy receptionist or mail to the address above, but application must arrive in the

Embassy reception by the deadline. For timely receipt other options include FeDEX, DHL, etc.

- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

## DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, FEBRUARY 28, 2007

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.